

Open Letter to Church Board

Date: June 2, 2014

To: Church Board:

Jimmye Saldivar, Chairman
Don Whitley, Secretary
Barb Scantlin, Elder Chair

Katie Spencer, V. Chair
Dorene Drake, Treasurer
Pat Whitley, Deacons

Oaks Christian Church
1216 Bethlehem St
Houston, Texas 77018-1918

From: Charlie Dean, church member

Ladies and Gentlemen:

Dear Sirs:

The first phase of my **Digitization Project** has been to put some material online. At the time of this writing I have approximately 120 OCC corporate documents and newsletters on the Internet Archive.

My OCC related files on the Internet Archive have no restrictions and anyone with an Internet connection can access them. Anyone can build a website that can access all of my OCC files and incorporate them into his website. OCC, its membership, and its community are the beneficiary of my digitization project. I support the American Library Association's Library Bill of Rights.

I have never actually seen the OCC church record. I have seen the notebook where some of it is kept. I have seen inside the upstairs room where some of the record is kept. My representation of the record on the Internet Archive is based on my belief of what I have been shown, told, or otherwise led to believe.

Meanwhile the great majority of the record remains to be digitized and uploaded. Some church leaders have expressed a desire to digitize the entire public record. I look forward to working with anyone on this endeavor.

I believe I can break down the workflow into simple enough steps or pieces so that volunteers can perform one or more parts of the process. No new equipment is needed. OCC has a fax machine and that is enough. For a nominal fee I can acquire an Internet fax number; someone can fax me the records to be digitized. If the online fax service will not impose OCR ("optical character recognition"), I have that capability on my computer.

I would like to begin digitizing documents from the years 1954, 1955, 1960, 1980, 2000, and 2013. This sample should expose all metadata possibilities. It would be good to tweak any changes to metadata early on. This sample should give us an idea of how much we should digitize, considering the value of time.

The History of Oaks Christian Church

The history of OCC goes back to at least February 10, 1954, the legacy filing date with the Secretary of State. OCC's history is probably very interesting. There are probably some very interesting old photographs and other historical material that we should deal with.

Months ago Pastor Don and I briefly looked upstairs; some material has simply rotted away. I remember one large book with photographs attached to paper pages; the pages had just about rotted away so much

that the pages could not be turned without destroying the book. Some material, to the extent it can be salvaged, might be repackaged or repaired.

Perhaps it would be possible to digitize some of the nostalgic material (photographs, news clippings, artwork, etc.). Some of this same material might already be online in old news archives. We ought to at least inventory and organize what we have. The congregation should have reasonable access to this material.

The most convenient way for the congregation to have access to almost all of this kind of material is in digital form. Digitizing the material and sharing it with everyone will make it much more secure. Also putting it online will protect it.

OCC's Board usually meets on a Sunday. The following Monday morning the corporate record could easily be faxed to an online fax number. The digitized documents could probably be uploaded for public viewing the same day. Even though the minutes are not approved until the next business meeting, proposed minutes could be digitized, and later replaced once the minutes are approved.

My Request To The Board

On October 13, 2013 the Chairman of the Board, sent me a letter in the form of an email. I request that the Board nullify or invalidate it and clearly show in the minutes that the letter or email of October 13, 2013 is void and has no effect.

Attachments: Appendix 1, Workflow: Digitizing and Uploading
Appendix 2, Suggested Fax Coversheet

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Appendix 1 – First Page

Workflow: Digitizing and Uploading

Someone who enjoys detail will be in charge of keeping a **journal** of various steps in the workflow. This may seem pedantic, but if we do not do this, one day we will realize that we are lost in our own process.



- Gather files (hard copies) into “monthly stacks.”
- Separate the documents. Some documents will be multi-page.
- Fill out a fax coversheet for each document.
- Fax each fax coversheet and its document to the online fax number.



- Each page faxed will arrive as a PDF (“Portable Document Format”) file.
- I will upload each object from the Internet fax service to my computer.
- If good, clear PDF files are not received, I may ask for a re-fax of certain pages.
- I will name each object per my naming convention; I will assign metadata.
- When each “monthly stack” is completed, I will send a copy of this material to someone in the workflow.
- This copy will be added to the “monthly stack.”
- We will keep things compartmentalized month by month.
- If there is a mistake made, it will be confined within one month of material.



Appendix 1 – Second Page

- I will give someone in the workflow time to review the metadata.
- I will begin uploading the objects; I will create a record on the Internet Archive; I will upload and attach the object to the record; I will put in the metadata.
- Once this is complete, the record, the metadata, and the object can be seen from any Internet connection;
- The user will have various options for viewing an electronic image of text or text and graphics that looks like the printed document that was faxed to the Internet fax number.
- The user will be able to view it, print it, and electronically transmit it.



- Once we reach the end of a year, December 31, that year will be complete.
- We can then notify the Board that another year of documents has been digitized and made available on the Internet.



Quality Control: The reason for an established workflow is to have built in quality control. Invariably there will be mistakes. Metadata can be changed after the fact, and objects can be swapped in and out within each record. However, I hope to get it right the first time.



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Appendix 2

Suggested Fax Coversheet

Title of documents being faxed: _____

Date: YYYY.MM.DD _____ . _____ . _____

Author: [e.g., John Doe, Treasurer] _____

Number of pages (include fax sheet): _____

Other information: _____

Type of document. (Circle one below.)

AGENDA

CORRESP

FILING

MINUTES

NEWS

OTHER

REPORT (Circle one below.)

REPORT(Diaconate)...

REPORT(Evangelism)...

REPORT(Facilities)...

REPORT(Fellowship)

REPORT(Financial)...

REPORT(Membership)

REPORT(Renovada)...

REPORT(Stewardship)...

REPORT(Treasurer)...

REPORT(Worship)...

REPORT(_____)...

SIGN-IN

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